~~CONFIDENTIAL~~

7 June 1962

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report No. 22
31 May - 6 June 1962
Assessment and Evaluation Staff

I. SIGNIFICANT ITEMS

None

II. OTHER ITEMS

1. Within the past several weeks the ███████████ 25X1A5a1
██████ has submitted several contract proposals to the Agency, all
in the area of programmed instruction. To make sure that all the pieces
were fitting together, ██████████, ██ representative, spent 25X1A5a1
all day Thursday, 31 May 1962, talking with various Agency members
concerned with these six separate projects. The meeting with OCR rep-
resentatives--who have already funded ████ proposal to develop pro- 25X1A5a1
grammed materials to teach document analysts how to use the Intelligence
Subject Code--was attended by ████████████ Special Assistant to
the DDI, and ████████████████ as well as by ████████████, 25X1A9a
Chief of the Documents Division, and other interested members of the
OCR staff. A separate meeting was held with ████████████ 25X1A9a
with respect to OSI's project--almost certainly funded by now--on pro-
gramming trial portions of training material for ballistic missile
analysts. There was also a meeting with ████████████ of OL's
Procurement Office, to expedite the handling of the several proposals.
████████████ coordinated, and represented OTR in, the various meetings.

2. With ████████, Chief LT/OTR, ████████████ took part in a 25X1A9a
two hour panel discussion of programmed instruction for the Instructor's
Training Course.

3. On Thursday 7 June Dr. ████████████████████ will brief
Mr. ████████████████████████ on OTR data processing activities.
Mr. ████████ just joined the ADP staff and will assume responsibility for
DDS data processing.

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25X1A9a   4. ▮▮▮▮▮▮▮ will be working with personnel of the Automatic Data Processing Division, Comptroller's Office, for the next two weeks. She will assist Office of Personnel programmers in the preparation of input-output programs for the soon to be installed IBM 1401. In addition she will "debug" and run several OTR/A&E programs.

25X1A9a   5. During the past month ▮▮▮▮▮▮ has been spending about
25X1A6a   two days a week at ▮▮▮▮▮. His recent work has included (1) assistance in adapting the operations officer and agent evaluation forms to the CA live problem, (2) review and editing of the draft training evaluation reports for the students in PM #3, and (3) proposed modifications in the OC final training evaluation report form, particularly to have it correspond with the new operations officer and agent evaluation forms being used with the current OC class.

        6. For the next six weeks professional applicants will be tested at Headquarters (Room GD 12) instead of 1016 16th Street. Our usual space at 1016 16th Street is needed during this period to process and house large numbers of clericals coming into the Pool.

25X1A9a   7. ▮▮▮▮▮▮ will be in the IOC for the period 11 - 29 June 1962.

25X1A9a

25X1A9a

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